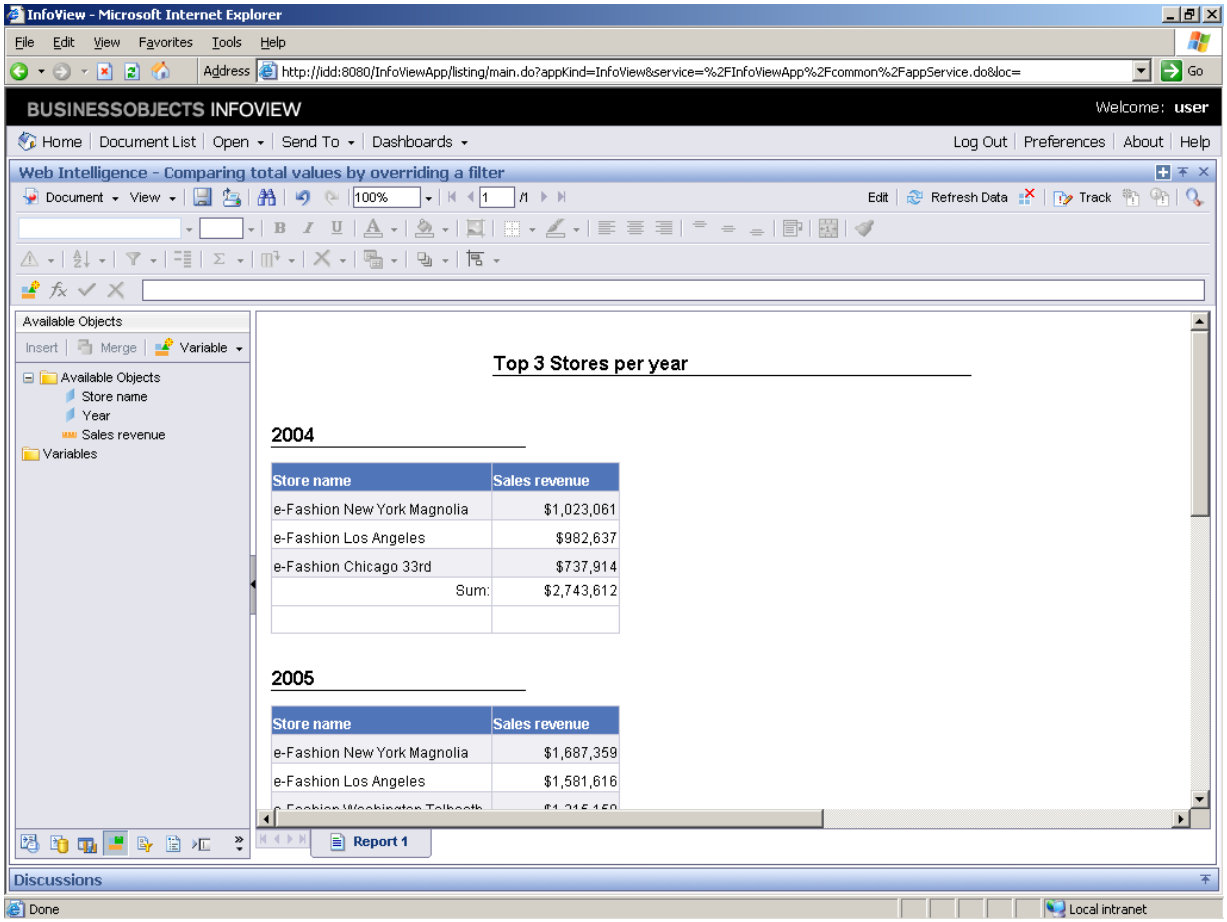
Procedure

1. Start the transaction using the menu path or transaction code.

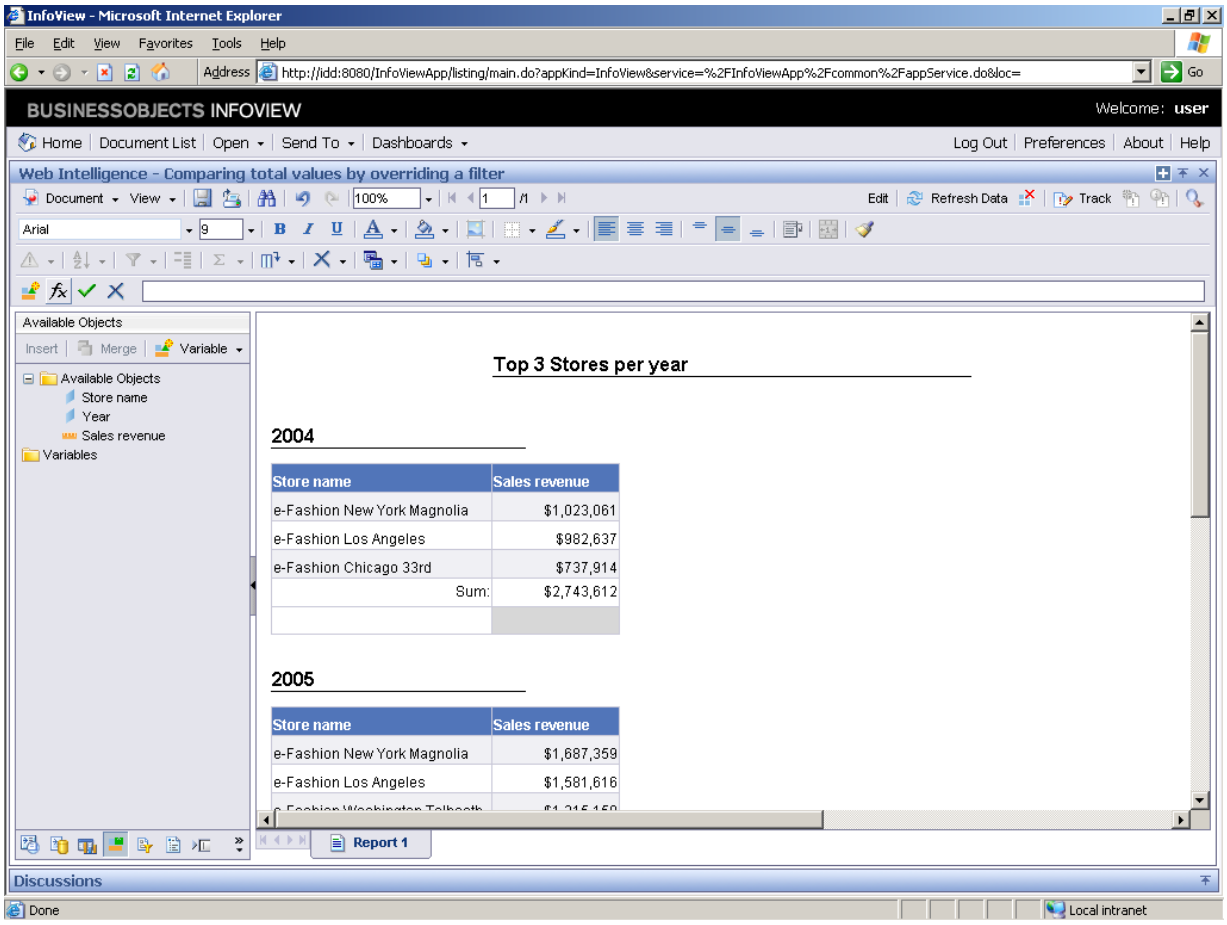
Internal



2. Click the **empty cell** in the Sales revenue column.

> First you want to insert a formula to calculate the sum of Sales revenue for all stores.
>
> In the application you would add a new row to the table, in this exercise this has been done for you.

Internal



3. Click the **Formula Editor** button  .
4. Click inside the **Formula:** field.

> Define a formula that will override the report filter.

5. As required, complete/review the following fields:

Field	R/O/C	Description
Formula:	R	**Example:** =NoFilter(Sum([Sales revenue]))

The formula you are going to create includes the **NoFilter** function which overrides the ranking filter to calculate the sum of the revenue of all stores.

In this exercise you are going to type the formula directly into the **Formula:** field. In the application you could utilize the Available Objects, Functions and Operators in the Formula Editor to help you.

6. Click **Validate**.

Validate the syntax and close the Formula Editor.

7. Click **OK**.
8. Click **OK**.
9. Press [Enter] to continue.

The new cell at the bottom of the Sales revenue column now displays the total sales revenue for all stores available in the document's data provider.

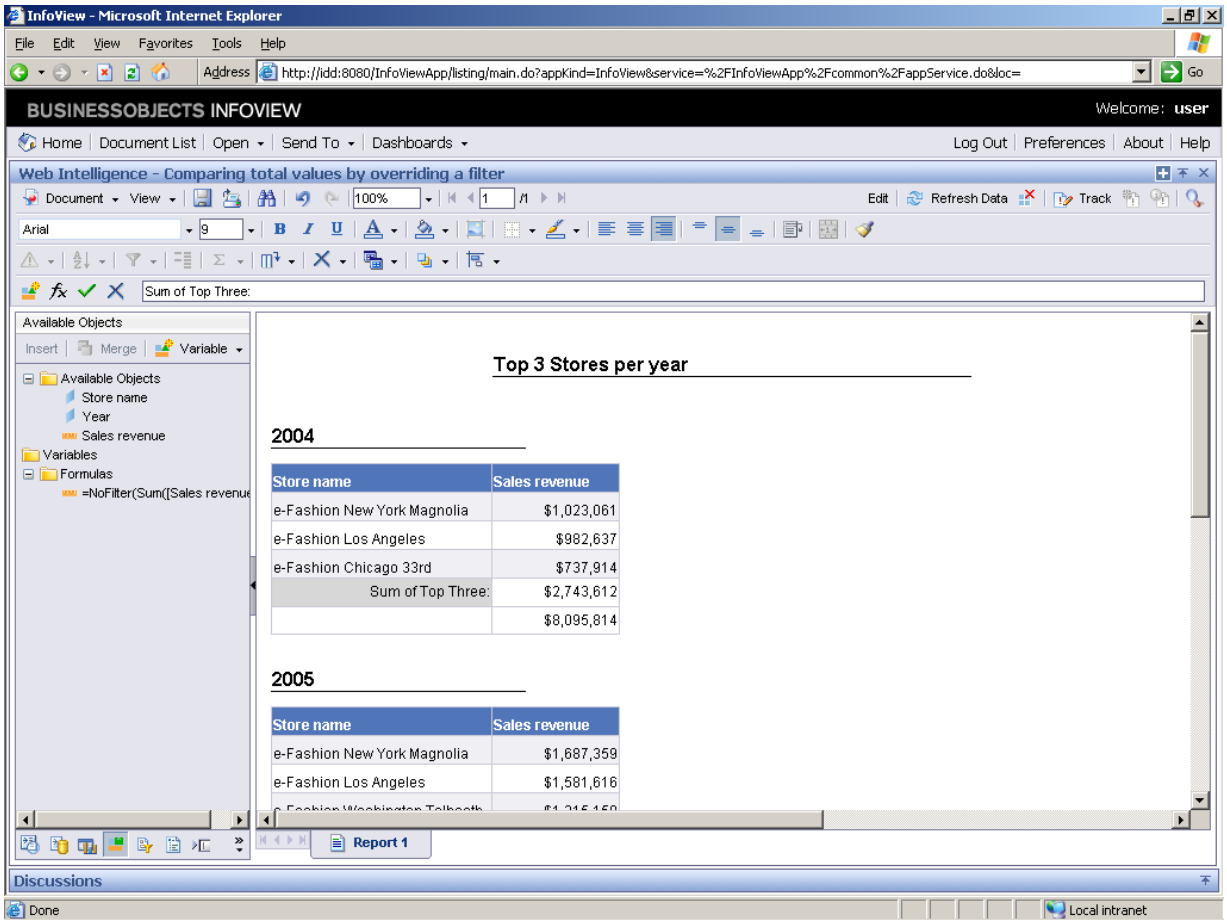
Press **[Enter]** to continue.

10. Press [Enter] to continue.

If you want to know the formula that is used to calculate the value in a cell, you can click on the cell, and the formula will appear in the Formula toolbar.

Press **[Enter]** to continue.

Internal



11. Click the empty cell in the**Store name** column.

> It is good practice to clearly label cells, so that other users understand immediately the data they are seeing. In this exercise, the *Sum* cell has been relabled to *Sum ofTop Three* to better reflect its meaning.
>
> You will now create a label for the unlabled sum.

13. As required, complete/review the following fields:

Field	R/O/C	Description
Filter Sort	R	**Example:** Sum of All Stores:

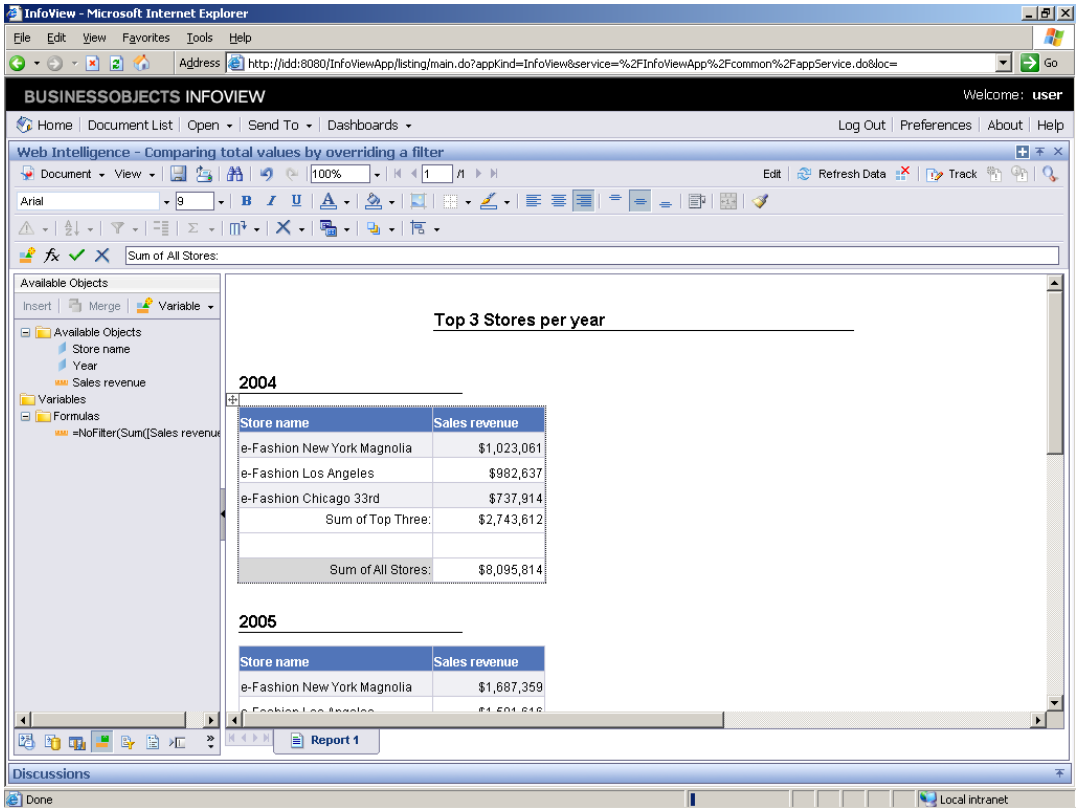
14. Click **Validate formula**.

15. Press [Enter] to continue.

The final row in each section of the table is now clearly identified. This row displays the total sales revenue of all stores.

Press **[Enter]** to continue.

Internal



16. Click the empty cell in the **Store name** column.

You want to add another row in order to calculate the total revenue of the stores that did not make the top three ranking.

In this exercise a new row has already been inserted for you, in the application you would have to do this yourself.

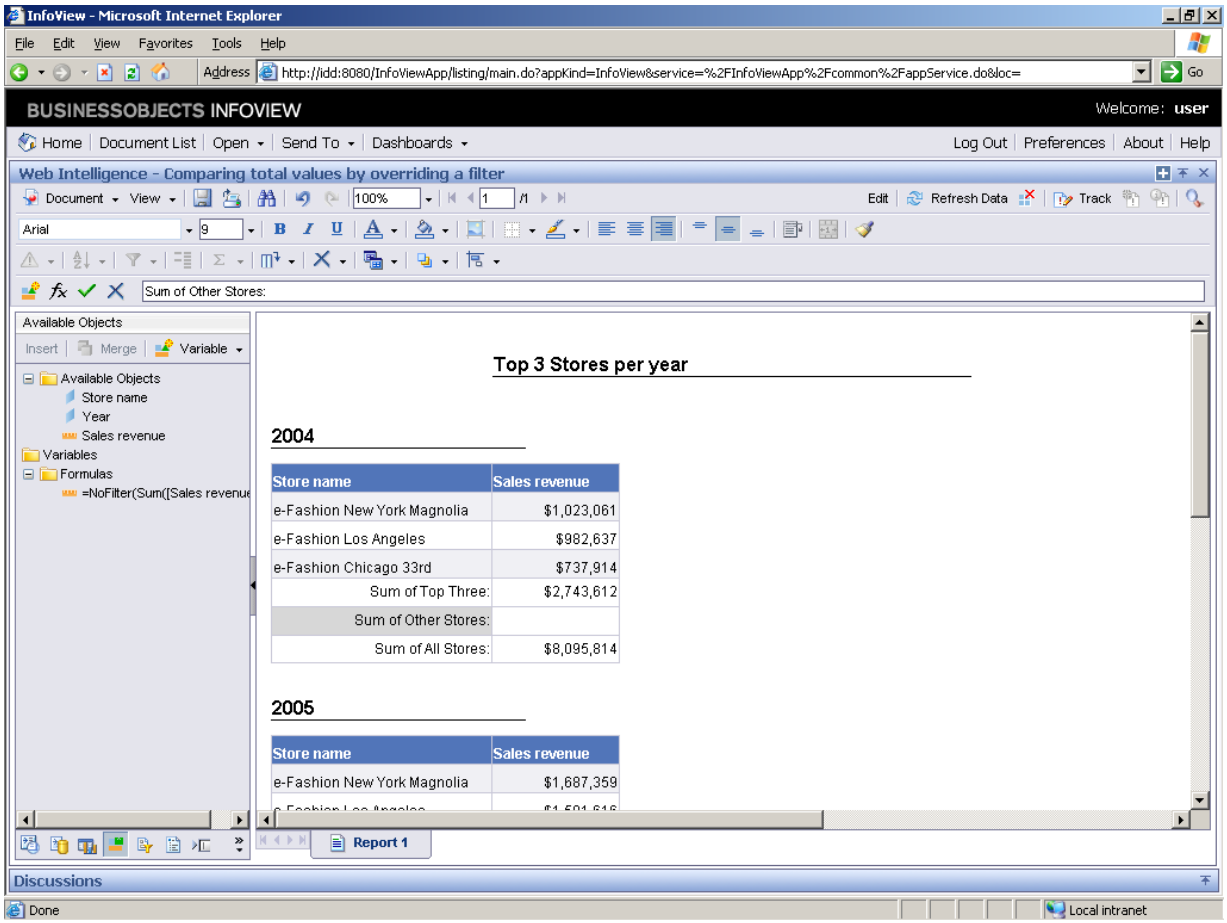
You will now enter the text that will identify the calculation you are going to do.

18. As required, complete/review the following fields:

Field	R/O/C	Description
Filter Sort	R	**Example:** Sum of Other Stores:

19. Click **Validate formula**  .

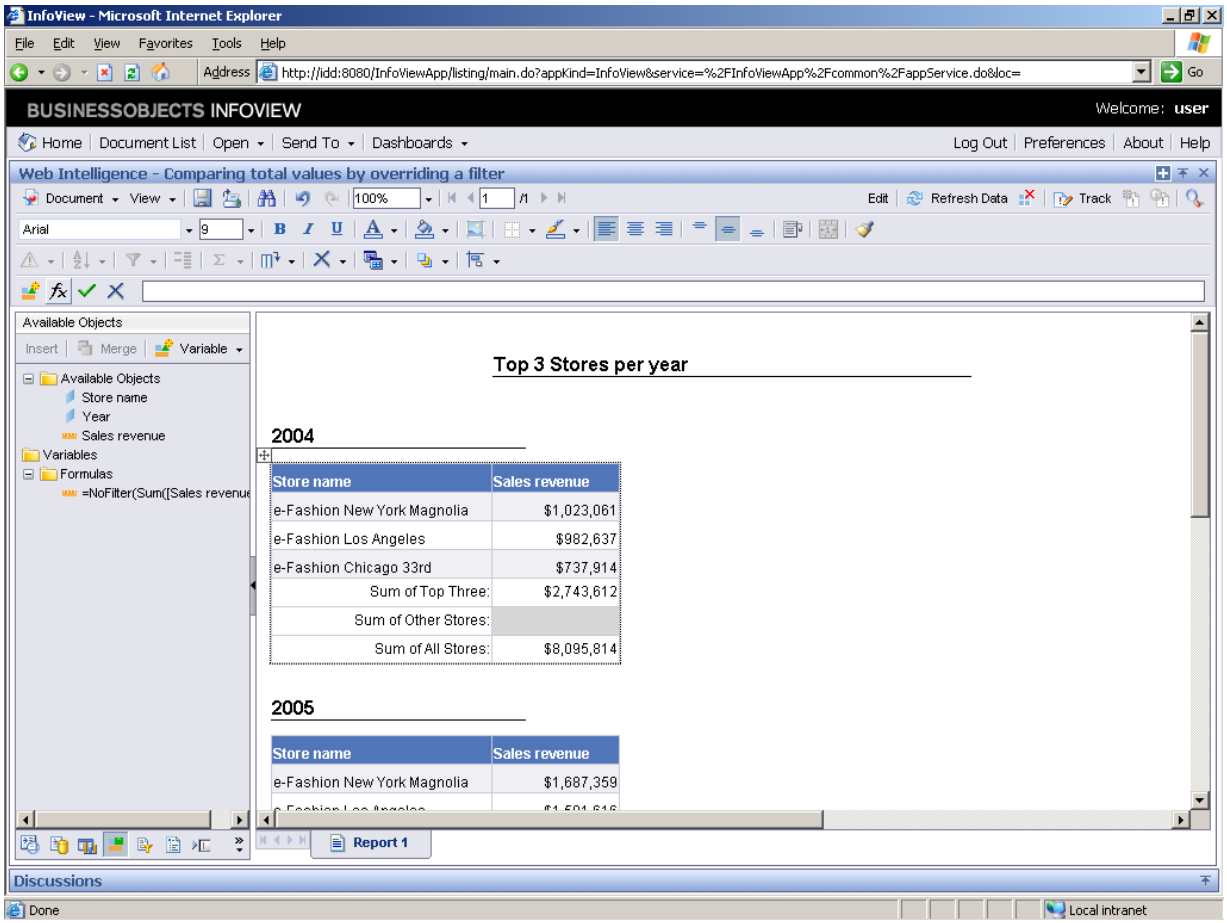
Internal



20. Click the empty cell in the **Sales revenue** column.

Create the formula that will calculate the total revenue of the stores that did not make the top three ranking.

Internal



21. Click **Formula Editor**  .

22. As required, complete/review the following fields:

Field	R/O/C	Description
Formula:	R	**Example:** =NoFilter(Sum([Sales revenue]))-Sum([Sales revenue])

You are now going to type the formula directly into the **Formula:** field.

The formula is similar to the one you created earlier to display total sales revenue of all stores. The only difference is thatyou will subtract the sum of the top three stores.

23. Press [Enter] to continue.

You did not include the NoFilter function in the second half of the formula, so the second sum will be calculated based on the ranking that is defined in the report: that is, the sum will calculate the top three stores' total revenue.

Press **[Enter]** to continue.

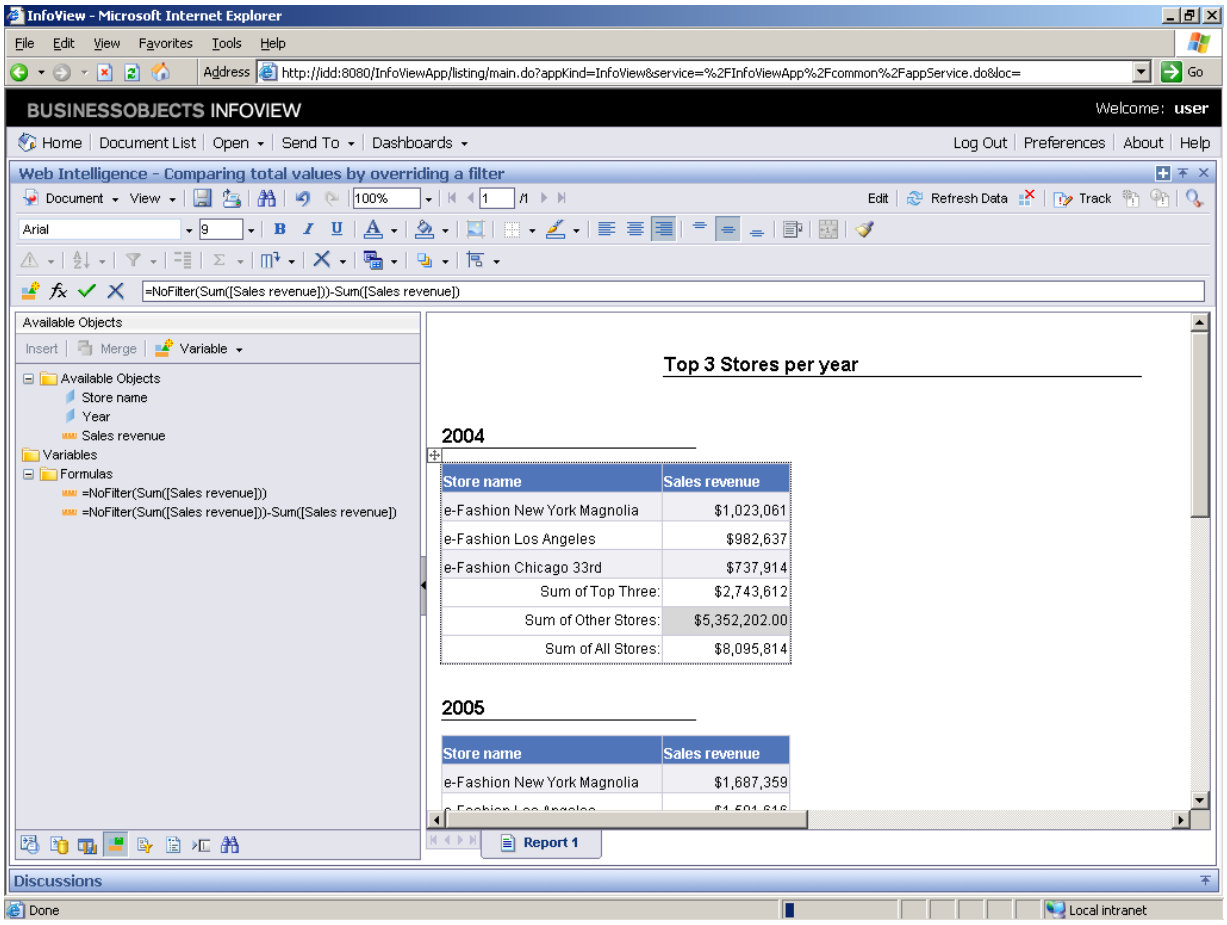
24. Click **Validate**.

You have completed setting up the formula to subtract the top three stores' total revenue from the total revenue of all stores available in the document's data provider.

Validate the syntax and close the Formula Editor.

25. Click **OK**.
26. Click **OK**.
27. Start the transaction using the menu path or transaction code.

Internal



28. Press [Enter] to continue.

In addition to the result of the calculation shown in the Sales revenue column, you can see the formula in the Available Objects pane.

Press **[Enter]** to continue.